

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DOJ01010994</u>	DATE POSTED: <u>11/09/15</u>
POSITION NO: <u>202271</u>	CLOSING DATE: <u>OUF</u>
POSITION TITLE: <u>Juvenile Presenting Officer</u>	
DEPARTMENT NAME / WORKSITE: <u>DOJ/Office of the Prosecutor - Kayenta, AZ</u>	
WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB64A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>          </u> \$ <u>40,414.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u>          </u> \$ <u>19.43</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u>          </u>

**DUTIES AND RESPONSIBILITIES:**

Litigates juvenile cases in the Navajo Nation courts; including proceedings, child neglect, and abuse cases, including appellate cases; interviews witnesses, expert and others to obtain additional information relevant to case; investigates all aspects of the juvenile criminal and civil cases and performs extensive legal research; prepares legal memoranda, briefs, motions, petitions, orders, summons and other required legal documents for court presentation. Ability to independently prepare and present more advanced and complex criminal and civil cases; and performs related work as assigned. Review investigative reports, legal pleadings from defense counsels, and other law enforcement reports; determines nature of the criminal offense; establishes case plan with law enforcement personnel from various governmental agencies on most juvenile criminal offenses such as Dependency, CHINS, etc.; provides legal guidance and advice to law enforcement personnel or social workers in proceeding with investigation; prepares and obtains reports as necessary. Work is sedentary with a potential for high levels of stress. ***This position Serves at the Pleasure of the Chief Prosecutor.***

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma, or GED; and completion of a two year tribal advocacy, paralegal or legal apprenticeship program; and four (4) years of experience involving legal research and assisting in the preparation of briefs, correspondence, legal pleadings and related documents.

**Preferred Qualifications:**

- A Bachelor's degree in Criminal Justice, Political Science or a closely related field.
- Two (2) years of relevant experience involving the presentation of court cases in a tribal court.

**Special Requirements:**

- Must be eligible for and maintain membership in the Navajo Nation Bar Association.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state, and Navajo Nation Laws and regulations governing assigned work; the Navajo Nation Children's Code; Legal research methods and techniques; judicial procedures; traditions and cultures of the Navajo Nation; analyzing facts and preparing cases; establishing effective working relationships; verbal and written communication skills; and working with children (juveniles).

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**